

Jeffrey Iida  
Chair

Vonnell Ramos  
Vice Chair

Members:  
Fely Faulkner  
Richard Jose  
Beth Tokioka  
Ricky Watanabe

**COUNTY OF KAUAI CIVIL SERVICE COMMISSION**  
**NOTICE OF TELECONFERENCE MEETING AND AGENDA**

Tuesday, June 2, 2020  
3:00 p.m. or shortly thereafter

**Microsoft Teams Phone Number: 1-469-848-0234**  
**Conference ID: 675 519 163#**

**This meeting will be held via Microsoft Teams teleconference only. Members of the public are invited to join the open session meeting by calling the phone number above and when prompted enter the conference ID information. You may testify during the teleconference or submit written testimony in advance of the meeting via e-mail, fax, or mail. To avoid excessive noise/feedback, please mute your phone and unmute to testify.**

**CALL TO ORDER IN EXECUTIVE SESSION (Closed to the Public)**

**ROLL CALL**

**EXECUTIVE SESSION (Closed to the Public)**

Pursuant to Hawai'i Revised Statutes §§92-4, 92-5 (a) (2) (4), 92-9 (a) (1-4) and (b), 76-47 (e) the purpose of this Executive Session is to receive and approve Executive Session minutes, to consider the hire, evaluation, dismissal or discipline of an employee or officer of the County where consideration of matters affecting privacy will be involved; and to consult with the Commission's legal counsel on questions and issues pertaining to the Commission's and County's powers, duties, privileges, immunities, and/or liabilities as they may relate to this item, deliberate and take such action as appropriate.

**ES-010 – RFA 2020-01** Appeal to the Civil Service Commission/Merit Appeals Board, filed April 9, 2020, regarding employment application submitted for the Planning Inspector II position.

- A. Email communication dated Wednesday, May 20, 2020 from appellant to Boards and Commissions Administrator Ellen Ching regarding a notification to withdraw the appeal and cancel the June 2, 2020 hearing.

**ES-011** Director of Human Resources Performance Evaluation (on-going).  
A. Review and approve draft performance evaluation.  
B. Document status updates. Identify any benchmarks achieved.

*An Equal Opportunity Employer*

- C. Prepare a progress feedback report, if needed.
- D. Discussion on other related matters.

**ES-012**

Executive Session Minutes of May 5, 2020

**RETURN TO OPEN SESSION (Open to the Public)**

**CALL TO ORDER IN OPEN SESSION**

**ROLL CALL**

**RATIFY ACTIONS**

Ratify the actions taken by the Civil Service Commission in executive session for agenda items: ES-010, ES-011 and ES-012.

**PUBLIC COMMENTS AND TESTIMONY**

Individuals may orally testify on any agenda item at this time.

Anyone interested in providing oral or written testimony shall provide a request to the Office of Boards and Commissions prior to the day of the meeting to [smuragin@kauai.gov](mailto:smuragin@kauai.gov) or by fax (808) 241-5127, or mailed to: Civil Service Commission, 4444 Rice Street, Suite 150, Lihue, 96766. This request shall include your name, telephone number, E-mail address, and the specific agenda item(s) that you will be testifying on or provided comments on. Any testimony received after this time will be incorporated into the record as appropriate.

**APPROVAL OF MINUTES**

- A. Open Session Minutes of May 5, 2020

**DIRECTOR'S REPORT**

**CSC 2020-14**

Director's Report for the April/May 2020 period.

- A. COVID-19
- B. Collective Bargaining
- C. HRMS Project
- D. Administrative Services and Benefits
- E. Classification and Pay and Labor Relations
- F. Recruitment and Exam
- G. Payroll
- H. Employee Development and Health Services
- I. EEO/ADA

## **ANNOUNCEMENTS**

Next Meeting: Tuesday, July 7, 2020 – 3:00 p.m., Remote call into Microsoft Teams

## **ADJOURNMENT**

### **NOTICE OF EXECUTIVE SESSION**

Pursuant to Hawaii Revised Statutes §92-7 (a), the Commission may, when deemed necessary, hold an executive session on any agenda item without written public notice if the executive session was not anticipated in advance. Any such executive session shall be held pursuant to HRS §92-4 and shall be limited to those items described in HRS §92-5(a).

cc: Deputy County Attorney Todd Jenson

## **PUBLIC COMMENTS and TESTIMONY**

### **ORAL TESTIMONY**

Prior to the day of the meeting: Anyone interested in providing oral testimony shall register with the Office of Boards and Commissions prior to the day of the meeting to [smuragin@kauai.gov](mailto:smuragin@kauai.gov) or by fax (808) 241-5127, or mailed to: Civil Service Commission, 4444 Rice Street, Suite 150, Lihue, 96766. This request shall include your name, telephone number, E-mail address, and the specific agenda item(s) that you will be testifying on.

On the day of the meeting: Anyone who did NOT register to orally testify by the time the meeting begins will be given the opportunity to testify during the Public Testimony period following those that registered.

Each speaker shall be limited to a three-minute presentation on each item.

### **WRITTEN TESTIMONY**

Prior to the day of the meeting: Written testimony may be submitted on any agenda item prior to the day of the meeting to [smuragin@kauai.gov](mailto:smuragin@kauai.gov) , faxed: 808-241-5127, or mailed to: Civil Service Commission, 4444 Rice Street, Suite 150, Lihue, HI 96766. Please include your name, telephone number, E-mail address, and the specific agenda item(s) that you are providing comments on. Any testimony received after this time will be incorporated into the record as appropriate.

While every effort will be made to copy, organize and collate all testimony received, materials improperly identified may be distributed to the members after the meeting is concluded.

### **SPECIAL ASSISTANCE**

If you need an auxiliary aid/service, other accommodation due to a disability, or an interpreter for non-English speaking persons, please contact the Office of Boards and Commissions at (808) 241-4917 or [asegreti@kauai.gov](mailto:asegreti@kauai.gov) as soon as possible. Requests made as early as possible will allow adequate time to fulfill your request. Upon request, this notice is available in alternate formats such as large print, Braille, or electronic copy.